

**COUNTY OF SAN DIEGO  
HEALTH AND HUMAN SERVICES AGENCY  
COMMUNITY ACTION BOARD (CAB)  
1255 Imperial Avenue, Room 436  
San Diego, CA 92101  
Phone: (619) 338-2002  
Fax: (619) 338-2298**

**CAB MEETING MINUTES: March 9, 2012**

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**CALL TO ORDER**

CAB Chair Ana Briones-Espinoza called the meeting to order at 2:37 p.m.

**ROLL CALL**

- Present: Denise Reed; Ann Durham; Nelson Leone; Adriana Paulson; Rebecca Baez-Garcia; Ana Briones-Espinoza; Denise Smith; Filipa Rios; Keith Stevenson; Jasmin Kirkland
- Excused: Awichu Akwayna; Paul Moose; Margie de Ruyter; Jeannine Nash
- Absent: Sonia Ruiz
- Staff: Sylvia Melena; Dan Vasquez; Luke De Smet; George Jones

**ACCEPTANCE OF AGENDA**

- Filipa Rios motioned to approve the March 9, 2012 agenda. Denise Reed seconded the motion. The agenda was unanimously approved.

**APPROVAL OF MINUTES**

- Rebecca Baez-Garcia motioned to approve the February 10, 2012 minutes. Ann Durham seconded the motion. The minutes were unanimously approved.

**LIVE WELL, SAN DIEGO! AND SURVEY REMINDER – SYLVIA MELENA, ASSISTANT DEPUTY DIRECTOR, HEALTH AND HUMAN SERVICES AGENCY, SELF- SUFFICIENCY PROGRAMS**

Sylvia Melena reminded CAB regarding the *Live Well, San Diego!* initiative. She distributed a fact sheet regarding safe living, and presented information on the initiative. The *Living Safely* strategy is still under development. HHSA is still gathering input from advisory boards and community stakeholders. A link to the online survey was sent to CAB members for their input after last month's presentation.

**PROGRAM OVERVIEW: FAMILY SELF-SUFFICIENCY – CAP STAFF – DAN VASQUEZ**

Dan Vasquez provided a presentation on CAP's Family Self-Sufficiency (FSS) program, which focuses on employment-based services for low income families and individuals. The presentation included information on what the FSS program's employment support services are, the demographics to which they are targeted, and how the funds and services are regionally distributed in the County of San Diego. Mr. Vasquez informed CAB that transportation and child care are gaps in services to low-income residents of the County.

CAP Contract Administrator George Jones spoke to CAB about CAP's strategy toward its asset building programs, as well as CAP's ongoing efforts to create sustainable programs through the leveraging of community resources, and to integrate innovative new community programs that save funds while increasing services.

CAB requested that follow-up information be presented during the April meeting. This information includes data on contract goals vs. contract actual outcomes and reasons for why certain contracts over-perform and others do not.

#### **ACTION ITEM: CAB VACANCIES**

Sylvia Melena distributed the updated CAB vacancy outreach plan. With a new vacancy in District 4, regionally targeted outreach efforts will be expanded to include that District.

CAB Chair scheduled to convene a nominating committee of Ana Briones-Espinoza, Adriana Paulson, and Jasmin Kirkland on March 23.

No vote was taken on this action item. The vote has been delayed until the April meeting.

#### **ACTION ITEM: CAB EXECUTIVE BOARD ELECTIONS**

CAB held an election to fill the vacant Vice Chair position. Jasmin Kirkland nominated Ann Durham, and Denise Reed nominated Jasmin Kirkland. A blind vote was held, and CAB elected Ann Durham as the Vice Chair.

#### **ACTION ITEM: FUTURE LOCATION FOR CAB MEETINGS**

Nelson Leone motioned to hold a scheduled CAB meeting at the SDG&E Green Room on the earliest date the facility is available. Ann Durham seconded the motion, and it was unanimously passed by CAB.

#### **CAP PROGRAM DIRECTOR'S REPORT – SYLVIA MELENA**

Sylvia Melena updated CAB on a number of upcoming projects. In the coming months CAP will be organizing an industry day that will allow the entire community, including CAB, to have input in CAP's contract requisition process. CAP is also preparing for the process of creating next year's CAP Plan. Juana Duenas will provide updates on the process as it progresses.

Ms. Melena also announced that Maggie Fenn, a new Contract Administrator, will be reporting to CAP in March. Finally, CAB was updated on the planning for the CAPLAW Conference, which will be held in June 2012.

#### **CAB CHAIR'S REPORT – ANA BRIONES-ESPINOZA**

Ana Briones-Espinoza called for a vote in April to elect her replacement as CAB Chair.

#### **BOARD DISCUSSION**

An agenda item will be added for the April CAB meeting to discuss the Accreditation Framework handout that was distributed during the March meeting. CAB also requested information on CAP's Juvenile Diversion, CalFresh/Access to Benefits, Homeless Services contracts.

#### **PUBLIC COMMENT**

No public comment.

#### **ADJOURNMENT**

- Adriana Paulson motioned to adjourn meeting at 4:03 p.m. Rebecca Baez-Garcia approved motion. Motion unanimously approved.

**MINUTES APPROVED BY:** Denise Reed (Secretary)

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Signature

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Date

**NEXT MEETINGS**

- April 13, 2012, 2:30 p.m. – 1255 Imperial Avenue, San Diego, CA 92191, Room 436
- May 11, 2012, 2:30 p.m. – 1255 Imperial Avenue, San Diego, CA 92191, Room 436
- June 8, 2012, 2:30 p.m. – 1255 Imperial Avenue, San Diego, CA 92191, Room 436
- July 13, 2012, 2:30 p.m. – 1255 Imperial Avenue, San Diego, CA 92191, Room 436